

CALL TO ORDER: President Eric Richardson called the meeting to order at 4:05pm at Main on December 19, 2017

PRESENT: Eric Richardson, President; Barbara Bardes, Vice-President; ~~Chris Lange~~; Barbara Hill; Debra Pleatman, Attorney Ziegler & Schneider; Carrie Herrmann, Director; Stephanie Huhn; CPA Bramel & Ackley; Shawn Fry, Assistant Director; Amanda Hopper, Assistant Director

PUBLIC COMMENT: No Public Comment

APPROVAL OF AGENDA:

- ✓ **MOTION** TO APPROVE THE AGENDA AS AMENDED, ERIC RICHARDSON SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY

EXECUTIVE SESSION:

- ✓ **MOTION** TO ENTER EXECUTIVE SESSION UNDER KRS 61.810(1)(b) TO DISCUSS THE SALE OF LIBRARY PROPERTY AT 4:19PM, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO END EXECUTIVE SESSION AT 4:45, ERIC RICHARDSON. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.
- ✓ **MOTION** TO AUTHORIZE COUNSEL TO PRESENT BUYER WITH A COUNTER OFFER AND TO AUTHORIZE PRESIDENT TO SIGN CONTRACT WITH HUFF REALITY, ERIC RICHARDSON. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

MINUTES: Minutes of the **November** meeting, were emailed to Board members.

- ✓ **MOTION** TO APPROVE THE MINUTES AS RECEIVED, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

TREASURER'S REPORT: The Treasurer's Report was as distributed in board packet.

- ✓ **MOTION** TO APPROVE TREASURER'S REPORT, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

BUSINESS:

Surplus Items: A list of equipment that is no longer in service was presented to the Board. In accordance with government requirements, the Board must declare these items to be surplus before they can be disposed of.

- ✓ **MOTION** TO APPROVE ITEMS AS SURPLUS, BARBARA BARDES. SECOND, BARBARA HILL. APPROVED UNANIMOUSLY.

Branch Update: Carrie Herrmann reported that BCPL continues to work with Kroger in Union on the drainage issue at the Scheben Branch. The northeast corner of the Kroger property drains away from the drainage system and towards the library. We have a tentative opening for the new Hebron location of early January 2019. Vegetation clearing continues at the Hebron site. Topsoil removal is being conducted as vegetation is cleared. Stockpiles are being placed around the site. After working with the soil, it has been determined the limestone stabilization is required. The survey sub-contractor has established the building footprint.

Policy Review: Board reviewed the Purchasing Policy. No recommended changes.

- ✓ **MOTION** TO APPROVE THE POLICY AS IS, ERIC RICHARDSON. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Foundation: Carrie Herrmann requested that the Board begin the legal process to create a foundation.

- ✓ **MOTION** TO AUTHORIZE TO START THE PROCESS OF CREATING A FOUNDATION, BARBARA HILL. SECOND, BARBARA BARDES. APPROVED UNANIMOUSLY.

Trustee Recruitment: One Trustee appointment expires June 30, 2018—Barbara Bardes. The Kentucky Department of Libraries and Archives have requested that Trustee appointment information be submitted to them at least 90 days prior to term expiration. The Board must submit 2 names for each position. Carrie Herrmann presented a timeline for accepting applications, informational meeting and review by the Board.

ACCOUNTANT'S REPORT: Final copy of June statement was shared. Update on transition to new software, as current fiscal year financials are complete, will email copies to the director.

ATTORNEY'S REPORT: No report at this time.

LIBRARIAN'S REPORT: The Librarian's report was received as emailed to Board members. Carrie Herrmann highlighted the following items: The National Parks Service has awarded BCPL a \$7,000 Network to Freedom Grant to develop a teach the teacher curriculum around the Underground Railroad. The project is called "The Underground Railroad: Boone County and the Flight to Freedom Teacher Curriculum Project." The Local History Department will be working with the African American Studies program at NKU and the Freedom Center to develop this material. Once completed this will allow BCPL to apply for a grant to offer the trainings. The National Endowment for the Humanities has awarded BCPL a \$7,000 Preservation and Collection Assessment grant. BCPL has become an accidental archive. We are not prepared for the permanent housing and preservation of a historical collection. An assessor will look at everything we have in the collection and make recommendations on storage and preservation needs. Once assessed BCPL is eligible to apply for a grant to purchase and install the recommended items.

BCPL received official notification that BCPL's contribution to CERS will be 28.05%. This is up from 19.18%. The new rate goes into effect July 1, 2018. Bullitt County Public Library is the first library to officially sign a contract with SirsiDynix to join the state-wide consortium BCPL will manage. Bullitt County has 4 locations, and administration office and an ancillary location (lockers for pickup of holds). You can find more information about this library system at <https://bcplib.org/>

IT has planned 1 VR program per week through February 2018. So far this has been very well received. The Walton Branch participates in the City of Walton's Christmas on Main event. 726 people attended the event over the 4 hours. This is the largest turnout ever. Local History staff received a request from a customer to help find his birth family in Germany. After working with him for several weeks they were able to connect him with his half siblings. The full story can be found in a blog post at <https://www.bcpl.org/undiscovered/finding-family/> Because of this blog post, Local History staff have been inundated with requests to help other people find their biological families. In addition, Cincinnati Public now sends all requests like this to BCPL. What was supposed to be a slow December that staff use to plan, has been very busy.

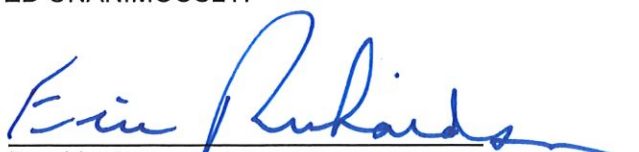
REGIONAL LIBRARIAN'S REPORT: Rather than issuing a report, KDLA issued a 2018 calendar of important dates and filing deadlines. That calendar was shared with Board Members.

NEXT MEETING: Monday, JANUARY 15 at 4pm, at Florence Branch.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:45 pm, BARBARA BARDES SECOND, BARBARA HILL . APPROVED UNANIMOUSLY.

Minutes taken by Shawn Fry


Secretary


President